

# IOWA COUNCIL ON HOMELESSNESS

## Meeting Minutes March 18, 2005

### VOTING MEMBERS PRESENT

Allan Axeen – HACAP  
Bill Brand – Department of Human Rights  
Christine Canganelli – Shelter House  
Kelli Foltz – Veterans Administration  
Jeff Gronstal – Department of Public Health  
Mario Hayslett – Hansen House of Hospitality  
Ann Hearn – Linn County Community Services  
Stefani Hicok – Cedar Valley Friends of the Family  
Doug Keast – Workforce Development  
Amy Knudsen – Iowa Coalition for Housing and the Homeless (ICHH)

Gordon Miller – Department of Public Safety  
Alice Mollett – Crossroads Women's Shelter  
Patrick Nestvedt – Catholic Charities  
Nicki Stajcar – Department of Elder Affairs  
Loyd Ogle – Iowa Finance Authority  
Kate Ridge – (Secretary) John Lewis Coffee Shop  
Janell Staats- MATURA Action Corporation  
Judy Songer – SIEDA Community Action  
Lila Starr – Department of Human Services  
Donald Tyne – Linn County Veterans Affairs

### VOTING MEMBERS ABSENT

Ann Brown – Department of Corrections  
Amy Correia – Iowa Coalition against Domestic Violence  
Diane Foss – Department of Economic Development  
Bill Holvoet – Community Action of SE Iowa  
Anne Kinzel (Vice Chair) – Department of Public Health

Samuel Knowles – Department of Public Safety  
Ray Morley – Department of Education  
Jim Spencer – Mercy Medical Center  
Patrick Palmersheim – Veterans Affairs  
Dean Wright – (Chair) Drake University and Des Moines Area Religious Council

### OTHERS PRESENT

Krista Bowersox – HUD  
Michelle Brown – Maria House  
Joann Christensen – Broadlawns Medical Center  
Nelson DeLaVergne – Salvation Army  
David Eberbach – Iowa Institute for Community Alliances  
Kami Freeman – YMCA  
Barry Gallagher – Davenport PATH Program  
Linda Grathwohl – Iowa Legal Aid  
Gena Hodges – Department of Public Health  
Angie Hendrick – PATH Program, Abbe Center for Community Mental Health  
Steve Jacobs – Project Concern  
Jenny Manders – Project Concern  
Kim McLaughlin – Project Concern  
Cheryl Kimball – Youth and Shelter Services  
Dennis Larson – VETS/US Dept. of Labor  
Ellen Mathes – Veterans Administration

Sherry McDonald – Maria House  
Kim McLaughlin – Project Concern  
Lori Miller – Operation Threshold  
Eileen Mitchell – Iowa Institute for Community Alliances  
Dave Mueterthies – Black Hawk/Grundy Mental Health PATH Program  
Tim Neal – YMCA  
Alex Orozco – Iowa Finance Authority  
Matt Otte – Community Mental Health PATH Program  
Nancy Peterson – Youth and Shelter Services  
Michelle Rothfus – The Beacon of Life  
Robert Steben – Veterans Affairs  
Joey Van Zomoren – Northern Lights Homeless Shelter  
Rosalyn McKee Wazny – Department of Economic Development

### STAFF

Lyle Schwery – Homeless Programs Coordinator, Iowa Finance Authority

## **Welcome/Introduction**

Introductions were made by those present in person and at the remote ICN locations.

### **ICN Etiquette Overview**

Mr. Schwery stressed the importance of those arriving late to the meeting to introduce themselves so they receive credit for attending the meeting. He also requested those with cell phones or pagers to turn them off. Mr. Schwery explained the importance of recognition from the secretary/acting chair before speaking and asked all those present to introduce themselves once they have the secretary/acting chair's acknowledgement.

### **Approval of Agenda**

#### **March 18, 2005**

Secretary Ridge introduced the agenda for the March 18, 2005 meeting.

**MOTION:** Ms. Starr made a motion to approve the agenda for the March 18, 2005 meeting. On a second by Ms. Knudsen, the Council unanimously approved the agenda for the March 18, 2005 meeting.

### **Approval of Minutes**

#### **January 21, 2005**

Secretary Ridge introduced the minutes of the January 21, 2005 meeting.

**MOTION:** Ms. Knudsen made a motion to approve the minutes of the January 21, 2005 meeting. On a second by Ms. Wazny, the Council unanimously approved the minutes of the January 21, 2005 meeting.

## **Executive Committee Meeting Report**

Secretary Ridge, in Chair Wright's absence, stated Chair Wright will report on the roles of the Council staff and various committees and their interaction at the next meeting (May 20, 2005).

### **Discharge Policy/Re-Entry Ad-Hoc Committee**

Mr. Schwery, in the absence of the committee chair, Ms. Carole Behrer, reported the committee had drafted a document reflecting the discharge policy for the State of Iowa. He referred to the written document distributed to the Council members prior to the meeting.

**MOTION:** Mr. Hayslett made a motion to approve the new discharge policy for the State of Iowa. On a second by Ms. Wazny, the Council unanimously approved the new discharge policy for the State of Iowa.

Mr. Axeen requested clarification of the definition of a homeless person as defined by HUD.

Ms. Knudsen explained the HUD definition was taken from the SHP Program and is the exact language used by HUD.

Ms. Knudsen inquired as to whether the current ad hoc committee will continue their work on the discharge policy or would another committee be formed to continue the work of the first ad hoc committee. She stressed the importance of continuing the work on the discharge policy and not losing the momentum created by the current ad hoc committee. Ms. Knudsen suggested with the approval and acceptance of the discharge policy by the Council approval would also be made by the Council of the current ad hoc committee continuing with the second phase of their work.

### **Policy and Public Awareness Committee Meeting Report**

Ms. Canganelli reported updates on the legislation for the State Housing Trust fund are available via email. She said a letter of support will be drafted for the State Housing Trust Fund legislation to encourage the elected representatives to appropriate funding for the State Housing Trust Fund. Ms. Canganelli said the status of the family and chronic homeless plans are under review with a committee formed to review the plans prior to the Council's approval and submission to the Governor's office. She said March 30, 2005 is affordable housing day at the State Capitol.

Mr. Schwery reported the coordinators of the policy projects on Families and the Chronic Homeless have offered additional technical assistance on the family and chronic homeless plans. He said a conference call had been scheduled for Thursday, March 24, 2005.

### **Research and Analysis Committee Meeting Report**

Mr. Axeen stated the Research and Analysis Committee did not meet. He said the results of some of the previous meetings are currently in process.

Mr. Schwery gave a brief report on the Point in Time Survey. He said he continues to receive data and is in the process of compilation. Mr. Schwery suggested an ad hoc committee be formed to work on the process next year.

### **Continuum of Care Committee Meeting Report**

#### **Criteria on Scoring the Balance of Care Application**

**MOTION:** Ms. Knudsen introduced the following motion: “Move that the criteria used in scoring of project applications in the Balance of State Continuum of Care application mirrors the U.S. Department of Housing and Urban Development (HUD) scoring criteria, and to ensure continuity with HUD’s scoring criteria the Continuum of Care committee is authorized to make the appropriate changes once the Notice of Funding Availability is released.” On a second by Ms. Foltz, the Council unanimously approved the criteria on scoring the balance of care application as stated.

Ms. Knudsen referred to the score sheets distributed to the Council members as an example of how this scoring will be applied. She stated she had not received any comments or questions.

A general discussion followed regarding the changes made to the scoring criteria.

#### **Request by HACAP (to allow renewal of two of five grants for two years rather than one year**

**MOTION:** Ms. Knudsen introduced the motion by HACAP (Hawkeye Area Community Action Program, Inc.) that would allow them to renew two of their five grants for two years rather than the usual one year. She said approval of the motion would allow HACAP to work with HUD to reconfigure the grants into a more economical program that will ensure the continuation of transitional housing services for their service area. She said to accomplish the reconfiguration; HUD requires that all five grants be shifted to the same grant year. Ms. Knudsen stated renewal of two of the five grants for two years would allow HACAP to accomplish this. She explained the two conditions of approval; all programs are maintained at their current level of funding and geographical area and that approval of the request does not affect the approval of eligible new projects for the balance of state application. On a second by Ms. Hearn, the Council unanimously approved the Request by HACAP. **ABSTAIN:** Mr. Axeen stated he would abstain from discussion or voting on the motion as he is the Executive Director of HACAP.

A general discussion followed regarding the concerns raised by the request. Mr. Schwery explained the main concern was for any eligible new projects. He stressed there would be no impact on new projects.

### **Nominating Committee Meeting Report**

Ms. Lila Starr reported the nominating committee had recently completed a recruitment round for nominations for Council membership. She said the committee met last week to discuss vacancies on the Council and the nominations.

**MOTION:** Ms. Starr made a motion recommending all current members whose terms are expiring be re-elected to the Council for a full term, except the state agency representatives. She said in doing so the Council is not setting a precedent for future years, but since the Council has been in existence for a little more than a year, this was the logical recommendation. Mr. Schwery read the names of the nine individuals whose term has expired and who have been nominated to serve a second term: Al Axeen, Amy Correia, Mario Hayslett, Stephanie Hicok, Amy Knudsen, Pat Nestvedt, Kate Ridge, Janell Staats, and Dean Wright. On a second by Ms. Wazny, the Council unanimously approved the motion.

No other nominations from those present were made.

MOTION: Ms. Starr made a motion recommending that those re-appointed to the Council by the various state agencies be accepted. She said Ms. Kinzel had tendered her resignation and Mr. Gronstal will replace Ms. Kinzel from the Department of Public Health. Ms. Starr stated Mr. Palmersheim's position has been replaced by Mr. Steben, from the Commission of Veteran's Affairs, and Mr. Miller replaced Mr. Knowles' position from the Department of Public Safety. On a second by Ms. Wazny, the Council unanimously approved the motion.

MOTION: Ms. Starr made a motion to recognize the value of people who have personal experience as either currently or formerly homeless, mental illness, substance abuse addiction or HIV/AIDS, that do not currently work for an organization that can support their participation and request that the Iowa Finance Authority (IFA) provide such individual a stipend (\$50 for an all day meeting or \$25 for a half day meeting) and mileage reimbursement to encourage and support their participation. On a second by Mr. Axeen, the Council unanimously approved the motion.

Mr. Schwery stated discussions were held with IFA staff to identify a funding source for the stipend.

Ms. Songer inquired as to whether the stipend is available for attendance at the Des Moines meeting location or other remote locations.

Ms. Starr stated the stipend would be paid for attendance at any of the recognized meeting locations.

Ms. Starr discussed the attendance policy as stated in the Council's by-laws.

MOTION: Ms. Starr made a motion to declare the position held by Mr. Jim Spencer vacant. On a second by Mr. Keast, the Council unanimously approved the motion. NO: Ms. Knudsen opposed the motion.

Ms. Knudsen suggested Mr. Spencer be permitted to remain on the Council.

A general discussion followed on the nomination process. Ms. Starr said the membership of the Council is very concentrated in the central part of the state. She stated she would like to see broad membership across the state. Ms. Starr said Mr. O'Brien has recently submitted his resignation.

Mr. Keast stated as part of the nominating committee he has had the opportunity to review various letters of intent from individuals who are committed to serving on the Council. He said he would like to see the motion passed as presented.

Mr. Orozco inquired as to the recruitment of minority individuals. Ms. Starr said the Council's by-laws include membership from diverse ethnic backgrounds.

An inquiry was made regarding excused absences from Council meetings. Ms. Starr stated the by-laws do not include a provision for excused absences.

Ms. Starr reported two vacancies exist for voting membership on the Council; one vacancy for an individual with personal experience with homelessness and another individual from the private section.

MOTION: Ms. Starr made a motion to proceed with the nomination process for the two existing vacancies on the Council, one for an individual with life experience with homelessness and a vacancy for an individual from the private section preferably from a geographical location other than the Des Moines metropolitan area. On a second by Ms. Mollett, the Council unanimously approved the motion.

### **Discharge Policy State Program Review Ad Hoc Committee**

Secretary Ridge said there would be no report, other than the information presented previously by Mr. Schwery, as the Committee did not meet.

### **HMIS Report**

Mr. Eberbach made a brief presentation on the HMIS system and the data collection process.

A general discussion followed regarding the data reported for the AHAR report.

### **Reports and Activities**

#### **Presentation on HUD Technical Assistance contract by Iowa Coalition for Housing and the Homeless**

Ms. Knudsen referred to the documents distributed to the Council members. She said the Coalition has a grant through HUD to build the capacity of Community Housing Development Organizations (CHDO's) to produce more housing. Ms. Knudsen stated the ICHH provides technical assistance to CHDO's to work on strategic planning, board involvement, and identification of resources. She said in addition, the ICHH has "pass through" funds that are available to eligible CHDO's for pre-development activities, staff, and training with availability in the spring through the application process. Ms. Knudsen discussed the contracts with both HUD and the Iowa Finance Authority.

### **Old Business**

There was no old business to discuss.

### **New Business**

Ms. Starr thanked Mr. Schwery for releasing the notice of a request for proposal for funding the PATH program. She said Iowa receives \$300,000 dollars annually to serve the needs of those persons who are homeless and have serious mental illness. Ms. Starr stated PATH providers are in regular attendance at the Council meetings and she expects those providers to submit requests for funding. She said she is recruiting members to participate on the evaluation committee to review the grant applications. Ms. Starr said participants are required to submit a "no conflict of interest" statement.

### **Announcements**

Ms. Knudsen announced the Coalition's 16<sup>th</sup> Annual Statewide Conference on Housing and Homelessness will be held on June 13-14, 2005 at the Hotel Fort Des Moines with more information to follow on the workshops and speakers at a future date.

Mr. Schwery stated the official HUD documents for the Emergency Shelter Operations Grant have been received. He said the state received approximately the same amount of funds as the previous year.

Ms. Stajcar announced the Governor's Conference on Aging will be held on May 16 and 17, 2005 at the former University Park Hotel in West Des Moines. She said registration forms and brochures have been mailed and are also available on the Department's website.

Secretary Ridge addressed the closing of youth shelters in the Scott county area with the DHS closure of a 30 bed shelter in Davenport.

Mr. Axeen inquired if the Council Chair would write letters thanking those who have resigned from the Council for their service, especially Ms. Kinzel. Mr. Schwery said he would write those letters for the Chair's signature.

Ms. Canganelli asked that the minutes reflect a category for voting members not present to address the attendance issue.

Secretary Ridge asked a letter be addressed to the Department of Human Services regarding the closure of youth shelters, whether that would be at the ad hoc committee level or a letter from the entire Council. She said this is a critical issue effecting children.

Ms. Starr said she would be glad to be the recipient of such a letter and would direct the letter to the appropriate individual in the Department of Human Services.

Ms. Knudsen suggested the Council contact Ms. Carol Behrer from the Youth Policy Institute to monitor the impact the closing of youth shelters and the loss of funding will have on service providers and the homeless population.

Dated this 20<sup>th</sup> day of May, 2005.

Respectfully submitted:

Approved as to form:

Vicky Winter-Clearman, Legal Secretary  
Iowa Finance Authority

Kate Ridge, Secretary  
Iowa Council on Homelessness